



Location: 178 Oakwood Drive, Glastonbury, CT
Position Title: Program Coordinator, Outreach & Evaluation
Position Type: Full time, 37.5 hours
Salary: \$55,000 – \$65,000
Education: 4-year degree, advanced degree preferred

We work hard to make sure the best prevention, treatment, and recovery supports are available to everyone.

We are seeking a **Program Coordinator** to support outreach and evaluation efforts including needs assessments, communications, and special projects.

Job Description:

- Coordinate projects including needs assessments, regional priority needs reports and surveys.
- Serve as a data champion, summarize data for reports, briefs, and presentations.
- Prepare draft and final reports, presentations.
- Support communications functions including infographics, website/social media presence.
- Coordinate with local partners including law enforcement, first responders, community groups, schools, health systems, towns, faith-based organizations, youth, and other related sectors.
- Support successful completion of contracted deliverables.
- Support local coalitions and mini-grant recipients operating within the municipalities.
- Promote interdisciplinary collaboration with other community coalitions and Amplify programs.
- Identify and develop resources for local towns and communities.
- Develop and conduct community education presentations, training, outreach, and awareness events.
- Ensure lived experiences inform efforts.
- Promote best practices and utilize the Strategic Prevention Framework (SPF).
- Complete reports on program activities.
- Organize and support agency initiatives as a member of the team.
- Perform other duties and responsibilities as assigned by the Amplify Executive Director.
- Regular and consistent attendance is an essential function of this position.

Required Qualifications and Skills:

- Masters preferred, bachelor's degree in health-related discipline, public health, business/public administration, or related experience.
- Minimum 3 years in a business/nonprofit setting, or related experience.
- Knowledge/experience in behavioral health field a plus
- Self-starter, ability to work independently and manage priorities.
- Computer skills (Microsoft Office)
- Proven ability to collaborate while maintaining confidentiality.

We understand what it takes to do this work well and be well. We offer competitive benefits including:

- 14 holidays, plus vacation and sick time
- Health and dental insurance
- 100% Employer-sponsored HRA
- Dependent care reimbursement
- Employee Assistance Program (EAP)
- STD/Disability coverage
- Retirement plan option

To apply: Email resume and cover letter to careers@amplifyct.org with "Program Coordinator, Outreach & Evaluation" in the title.

To learn more: Visit www.amplifyct.org.

Amplify, Inc. is an equal opportunity employer and considers all qualified applicants equally without regard to race, religion, sex, sexual orientation, veteran status, national origin, or disability status.